

**Strategic Prevention Framework State Incentive Grant
(SPF SIG)**

***Draft* MINUTES**

**Advisory Council Meeting
Conference Center Room B
September 26th, 2006**

Attendees: Jason Hutchens, Kim Manlove, Marcia French, John Veirnes, Jr., Heather Powell, Hal Thompson, Tammy Loew, Mary Lay, Sonya Cleveland, Laura Coykendall, Jeanette Grissom, Bob Levy, Jeff Barber, Dennis Wichern, Dean Babcock, Gary Williams, Louise Anderson, Sheila Nesbitt, Sue Uhl, Celia Leaird, Lisa Hutcheson, Rachel Friend, Cathy Boggs, Karla Sneegas, Mike Cunegin, Carl Ellison for Nancy Jewell, Jim Ryser, and Mike Kramer.

WELCOME

Vice Chair Jason Hutchens, welcomed the council and called the meeting to order in the absence of Chair Sheriff Mark Frisbie.

APPROVAL OF MINUTES

The minutes of July 26th SAC meeting were approved.

Letter of Intent Submission

Kim Manlove announced the Letter of Intent was submitted to the Department of Administration on September 8th, 2006 and circulated a copy for the council to review.

UPDATES

Project Staffing

Kim Manlove informed the council that he anticipated having the final staff member of the SPF SIG on board within the next two months. He also announced that Tom DeLoe was no longer the CSAP Project Officer (PO) and the Bettina Scott would serve the state of Indiana until the new PO was appointed. Kim reported that Tom DeLoe met with the Project Staff at the National Prevention Network Conference in Lexington Kentucky in late August and was very pleased with the progress our state has made. Mr. DeLoe indicated that in his view Indiana had caught up or in most areas ahead of other states in cohort 2 of the SPF/SIG grantees.

Kim announced that Eric Wright, Harold Kooreman, Marcia French and himself will be attending a CSAP sponsored conference next month focusing on Evaluation and the Logic Model.

Heather Powell and Celia Leaird were welcomed as new members of the SAC. With the member turn over a new roster will be made available at the November meeting.

Finance

John Viernes reviewed the finance report, stating that a purchase had been made of the computer for the new SPF SIG Staff member for \$1700.00. Minus supplies we have 1.9 million left for distribution.

Executive Committee

Vice Chair Jason Hutchens, reporting for the Chair, indicated that the discussion at the last Executive Committee focused on how to approach capacity, maintaining all of the priorities areas previously identified and ensuring that funding was made available for capacity building.

Evaluation Workgroup

Bob Levy began his report by stating that the focus of the Evaluation Workgroup will be to increase meetings effectiveness by developing tools and strategies that are supportive, consistent and non-threatening. An evaluation form is being established for all workgroups and committees. The form will be finalized and ready to implement at the next SAC meeting. The workgroup will meet again in early October to review and finalize the form for approval by the Executive Committee at their October 24 meeting.

SPF SIG Strategic Plan, Logic Model Review and Approval Process

Kim Manlove introduced a draft of the Strategic Plan and Sheila Nesbitt conducted a brief review primer on the Strategic Prevention Framework model.

Members were given a copy of the Guidance Document for assistance in reviewing the plan.

Karla Sneegas distributed the most recent version of the ITPC Strategic Plan for the Councils review and information.

Tammy Loew asked how this will be implemented in communities. Sheila Nesbitt offered that one option could be to select the risk and protective factors as an area of

focus. It was also offered that the PRC would be able to provide assistance to communities with data and program selection.

Kim Manlove presented the latest Draft of the Strategic Plan and requested feedback feed back and questions be submitted to him at kim.manlove@fssa.in.gov over the next ten days.

Discussion and questions centered around the document layout, allocation strategies and the advisability of a state-wide initiative grant. Sheila commented that no other states have opted to offer a state-wide initiative and that Indiana would be a new model, consequently there is no comparative data available. A number of grammatical errors were identified and Jason asked how Kim would like changes to be submitted. Kim requested all suggestions be electronically sent as mark-ups to the document.

An introductory paragraph was suggested as a way to assist the reader in understanding the big picture. Kim explained that the document in its present format followed strict format guidelines established by CSAP. A suggestion was offered to great two documents, one for CSAP to review and to receive final approval on, and one for the general public.

A question was raised regarding how communities (especially those with low capacity) will implement strategic prevention framework plan. Kim indicated that the RFP will detail the specific requirements and expectations and that a pre-bid conference will offer training and support that will continue through the life of the grant.

Judge Kramer expressed concerns regarding the state-wide initiative grant and if an initiative grant was awarded whether there would be enough funds remaining to impact the communities.

Bob Levy requested clarification on the specific roles the Executive Committee has stewardship over.

Tammy Loew asked for clarification on how community will be defined. Kim responded that communities will be able to define for themselves a definition that entails a common focus or interest.

Announcements

Meth Free Indiana will now be meeting on the third Wed. of the month in the morning between 10 and 12 and the Governors Commission will be meeting that same day in the afternoon.

ITPC had finished their Annual Report and it will soon be available on their website.

MEETING SCHEDULE

The next meeting was announced to be November 21st in the Indiana Government Center South in Conference Room C, between 1 and 4pm.

ADJOURNMENT

The meeting was adjourned by Vice-Chair Hutchens.